



Commission on Cultural Development

Checklist of items due with request

Please provide 5 copies of the following:

- ☐ Grant Application Form
- ☐ Proposal Narrative
- ☐ Budget supporting this proposed project.

Please provide 1 copy of the following:

- ☐ Signed Assurances Form
- ☐ List of officers, their prior history, and board members.
- ☐ Copy of IRS Federal Tax Exemption Determination Letter 501(c).
- ☐ Operating income and expense budget for current fiscal year.
- ☐ Capital budget.
- ☐ Description of any capital campaign which you are planning or have in process.
- ☐ List of current and proposed funding sources for your organization.
- ☐ Most recent annual report including financial statement. (Audited, if available.)



Commission on Cultural Development

Instructions for Proposal Narrative

Please provide the following information in this order. Do not use more than 5 single-spaced pages, exclusive of attachments. Please staple; do not bind your application.

A. Background

1. Organization's mission, history, overall goals and/or objectives.
2. Description of current programs and activities. Please emphasize major achievements of the past two years.
3. Description of formal and informal relationships with other organizations.

B. Purpose of funding request

1. If applying for general operating support, briefly state how this grant will be used.
2. If your request is for a specific project or capital campaign, please provide the following information:
 - The community and/or agency needs or problems that this effort will address, including population served.
 - Describe how the project addresses these identified needs.
 - Program or Capital Campaign description to include strategies employed to implement the proposed project: (1) goals and objectives, (2) timetable for accomplishing stated goals and objectives, (3) program methodology (program only), (4) staffing, and (5) collaboration with other agencies.
 - If this is a collaboration, briefly describe the partners.
 - If this request is for a specific program, explain how it will be supported after termination of the grant.

C. Evaluation

1. Explain how you will measure (in quantifiable terms) the effectiveness of your activities.
2. Describe your criteria for success.
3. Describe the results you expect to have achieved by the end of the funding period.



Commission on Cultural Development

Assurances Form

If the grant is made, the grantee agrees to provide the City of Bangor, within 12 months of receipt, an accounting of how the grant money was used, and a description of how well the project met the grantee's original objectives, as well as any other reports that the City of Bangor may require.

Grantee will also provide digital photographs of the finished project or event funded, and authorizes use and publication of the photos by the City of Bangor.

If the grant is made, the grantee agrees to repay, upon demand, to The City of Bangor the amount of said grant if any of the following events occur:

- Any change in the activities of the grantee which affects the nature of its exempt status.
- Failure to spend the grant as indicated in the application.
- The grant application of any required report to The City of Bangor is found to be inaccurate in any material respect.

The foregoing is certified to be true to the best of our knowledge, information, and belief.

Name of Requesting Organization: _____

Signed by: _____ Date: _____

Print Signer's Name: _____

Official Capacity of Signed: _____



Commission on Cultural Development

Municipal funding criteria and mechanisms (3/24/05)

Municipal funding in support of arts, cultural and humanities activities, organizations, and public art collections is for the purpose of helping to sustain the level of activity and accessibility that meets the community's needs. Distinct funding cycles encourage planning within and amongst the arts and cultural organizations.

- Collaboration, partnering, and cooperation among arts and cultural groups in programming and operations (where possible) are highly weighted factors in determining 1) whether to award the grant, and 2) the size of the grant.
- A demonstrable material economic impact factor (relative to the funding request) will be a weighting factor in determining 1) whether to award the grant, and 2) the size of the grant.
- Funding from other sources is required to match in whole, or in part, City funding. Said funding may take the form of revenues, grants, sponsorships or donations.
- Those programs or events that are planned to be recurring in nature and which are projected to become self-sustaining within five years will receive greater consideration for public funding than those which cannot be expected to become largely self-sustaining.
- Every application for municipal funding must include a set of quantifiable goals as well as a set of subjective goals.
- Every recipient of municipal funding is required to submit a post-project report of accountability, comparing actual results to the quantifiable and subjective goals identified in the funding application.
- No additional funding will be granted to any applicant that has not provided the requisite post-project report related to earlier grants.
- Notwithstanding any of the above criteria, applications for financial assistance will be considered first and foremost on the quality of the proposed project, understanding that quantifiable criteria are not the only barometers of success.
- The Bangor City Council establishes an annual appropriation to fund grant requests by local 501 c 3 arts and cultural organizations. The amount budgeted is established during the overall city budgeting process, with consideration given to recommendation from The Cultural Advisory Commission. Appropriations that are not used in a given year are added to the balance of a reserve account that helps to fund meritorious future requests. Categories for which grants are considered:
 - projects/programming
 - capital projects
- Applications for grants from the appropriation are reviewed in accordance with a funding cycle calendar published by the Finance Director of the City of Bangor. Currently, applications are reviewed quarterly and must be received by April 1st, July 1st, October 1st, or January 1st for consideration. Eligible organizations may submit only one application per calendar year.
- The Programs and Grants Sub Committee of The Cultural Advisory Commission performs the preliminary review of all applications, and makes funding recommendations to the City Council on those that meet the eligibility criteria.